

**LAST CHANCE TO ENROLL IN A  
FLEXIBLE SPENDING ACCOUNT (FSA) FOR 2013**



[Date]

[Last Name, First Name]

[Address 1]

[Address 2]

[City, State Zip Code]

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: [www.KEHP.ky.gov](http://www.KEHP.ky.gov)

Wellness Hotline: (877) KEHP-WELL

Web Site: [www.KEHPWELLonline.com](http://www.KEHPWELLonline.com)

Dear KEHP Member:

Our records indicate you currently participate in a Healthcare or Dependent Care **Flexible Spending Account (FSA)** by contributing money from your own paycheck. However, our records also indicate you have not elected to continue your FSA(s) for 2013. To be renewed, FSA elections must be made each year.

If you want to participate in a Flexible Spending Account in 2013, you must complete and submit the enclosed application to the Department of Employee Insurance, Attention Enrollment Information Branch, at the address above, by December 10, 2012. Applications submitted after that date will be subject to KEHP's grievance process and will be reviewed by KEHP's grievance committee on a case-by-case basis.

If you have any questions, please contact the Department of Employee Insurance at 888-581-8834.

If you have already enrolled in an FSA for 2013 by submitting a paper application or online — or if you have decided not to renew your FSA(s) for 2013 — please disregard this memorandum.

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